



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

13 April 2020

MEMORANDUM FOR ALL AIR AND SPACE PROFESSIONALS

SUBJECT: Department of the Air Force Telework Cyber Environment

First and foremost, thank you very much for your dedicated efforts to ensure the Air and Space Forces continue to exceed our Nation's expectations as we accomplish our critical missions in a telework-centric environment. As a reminder, the use of non-secure ways of communication can put our national security at risk if we do not take the appropriate measures to safeguard For Official Use Only (FOUO) information, Personally Identifiable Information (PII), and Protected Health Information (PHI). I request your continued diligence in adhering to the following guidelines to maintain our collective cyber defense posture.

Ensure you are utilizing DoD-approved products and applications to conduct official business at your telework location. Several collaboration tools are currently accessible via Virtual Private Network. Also, effective immediately and for the duration of the COVID-19 national pandemic, the DoD Chief Information Officer (CIO) has implemented the use of the Commercial Virtual Remote (CVR) Environment, which provides DoD teleworkers with access to Microsoft Office 365 capabilities to facilitate continuity of operations using both government and personal devices.

Every Air and Space professional has a responsibility to maintain the safety and integrity of sensitive data by only using applications approved for storing and disseminating PII and PHI data. DoD Safe Access File Exchange (DoD SAFE) is a key approved alternate means to allow the transfer of large files and/or PII/PHI inside and outside the DoD networks. Additionally, the attached telework capabilities matrix highlights current, DoD-approved services to use while teleworking. More information on how to sustain a resilient network can be found at <https://public.cyber.mil>.

Thank you for doing your part to protect our Department of the Air Force networks as we exercise decentralized daily operations due to COVID-19. My point of contact for this matter is Lt Col Adolph Rodriguez, Adolph.s.rodriguez.mil@mail.mil, (703) 695-5922.

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Atch: Air Force Unclassified Telework Capabilities Chart